Meeting Minutes

February 25, 2016

ATTENDANCE: Gib Sawtelle (chair), Debbie Mahle (minute taker), Joyce Allen, Colleen Locke, Todd Van Dresar, Jamie Burns, Tamara Carpenter, Martha Weeks.

MISSING: David Breeding, Rosemary Shaunfield

1. Minutes reviewed and approved.
2. Training proposals
   a. Dr. Strawser is waiting for professional development committee to work through issues.
   b. University is working on getting a contract signed with Lynda.com. This will be available to all University, including student workers.
3. Staff appreciation
   a. Colleen Locke – movie passes
   b. Jamie Burns – breakfast and lunch different days
   c. Tamara Carpenter – family picnic and then an aggie baseball game
   d. Todd Van Dresar – bbq
   e. Martha Weeks – pizza, bingo with door prizes
   f. Gib Sawtelle – movie passes and stainless steel water bottles
   g. F&A supplying cupcakes – conflicts with other areas, Gib will talk with Lisa.
4. Follow up to climate survey
   a. Communication was top one. Information does not get filtered down.
   b. Compensation – handled through budget process
   c. Staffing – handled through budget process
   d. Facilities/equipment – handled at departmental level
   e. Training – follow up training
      i. Supervisory
   f. Gib had a round-table discussion on people’s thoughts and issues their group are going through. A lot are the same.
5. CCCR has been charged to work on a diversity plan
   a. Goals
      i. Recruitment
      ii. Strategies
      iii. Expand recruiting and outreach
      iv. Increase career advancement
      v. Monitor and address workplace climate issues and solutions
      vi. Promote work life balance
      vii. Gib will send the University’s diversity plan
      viii. Gave overview of IT work life survey (see attached)
      ix. System dictating
   b. Offer training on how promotions are determined.
6. **Expectation/Thoughts**
   a. The committee will do the climate survey and appoint a committee to look at priorities, recommendations.
   b. Goals – complete a questionnaire that includes 3-4 meaningful goals and resolution.
      i. What are the initiatives and strategy that we should take on that’s good at the division level?
      ii. Is there an existing plan

7. **Future meetings – meeting time 1:30**
   a. March 24th
   b. April 28th
   c. May 26th
   d. June 23rd
   e. July 28th
   f. August 25th

8. **Action items**
   a. Inquire on whether there is an existing diversity plan (Gib)
   b. Repost meeting on calendar through December (Debbie)
   c. Check with Lisa Rosser on flexibility with staff appreciation; plan sooner so it does not interfere with departmental activities. (Gib)